

Executive Registry
77-8161

THE WHITE HOUSE  
WASHINGTON

June 29, 1977

MEMORANDUM FOR THE HEADS OF  
EXECUTIVE DEPARTMENTS AND AGENCIES

SUBJECT: Comprehensive Review of Administrative  
Services Delivery

I have directed my Reorganization Project staff at the Office of Management and Budget to begin a comprehensive review of the management of administrative services within the Federal Government. The project will be administered jointly by OMB and the Administrator of the General Services Administration.

A preliminary staff review indicates significant problems with existing services. It has been 30 years since the first Hoover study led to the creation of the General Services Administration; it is time to reexamine the objectives and benefits of our present system in light of those years of operating experience.

A major objective of the study is to improve the delivery of administrative services to Federal agencies. It will assess the roles of the General Services Administration and others in the provision of services related to real and personal property, automated data processing, telecommunications, and records management.

The Project will rely heavily on the advice and counsel of the Congress, Federal Departments and Agencies, State and local officials, interested private organizations, and the public. Your agencies are the principal consumers of Federal administrative services. You have expressed your concerns about their quality. This is your opportunity to help improve them.

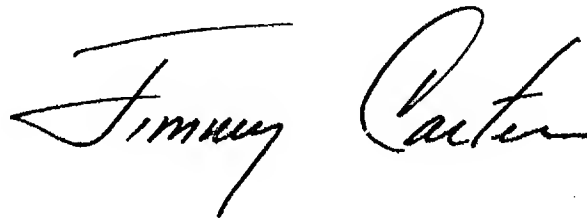
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You may be asked to contribute time, resources, and staff assistance to this effort. If so, I hope you will make your best effort to ensure its successful completion.

My Reorganization Project staff will contact you or an appropriate member of your staff shortly to discuss the appropriate role of your department or agency in the study.

I consider this to be a high priority matter. I know I can count on your cooperation and assistance.

In order to inform all affected parties that this review is underway, I have directed that this memorandum be published in the Federal Register.

A handwritten signature in cursive script, reading "Jimmy Carter". The signature is written in dark ink on a white background.

**EXECUTIVE SECRETARIAT**  
 Routing Slip

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